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MEMORANDUM FOR: Chief, Plans and Policy Staff

14 August 1957

SUBJECT : Intelligence School Weekly Report #33  
8 August through 14 August 1957I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Intelligence Orientation

(1) The Intelligence phase of Intelligence Orientation #12 began on Monday, 12 August, in 2202 Alcott Hall. There are [ ] students enrolled, all JOF's.

(2) [ ] met on Monday, 12 August, with representatives of the different Offices which will exhibit their wares in the forthcoming DD/S Exhibit. The discussion centered on the material to be shown and the representatives who will man the individual exhibits. A dry run is planned for the DD/S Exhibit after hours on 11 September, the day before Exhibit is to be shown.

B. Intelligence Production

(1) [ ] has completed a chart which presents the analysis of the objectives of the Intelligence Research Techniques course now under development. This analysis will assist us in developing objective evaluative instruments for the course.

(2) Last week [ ] retested students from the second experimental 4-week, 2-hours-per-day course. The [ ] students who were retested showed good retention of their skill gains. Since these results show that the 4-week, 2-hours-per-day course is effective, and the students' critiques indicated they prefer that schedule to the 7-week, 1-hour-per-day schedule, the former will be continued. However, Reading Improvement will continue to study the results for larger numbers of students.

(3) The Training Officer for OD/FBI requested the Registrar to arrange for a special Reading Techniques class for [ ] FBI staff members. He also requested that this class be scheduled after Labor Day, and meet after 2:00 each day. These [ ] people will therefore constitute the entire afternoon section of the regular 12 September class. Only [ ] vacancies remain in the 23 September class for other DD/I, DD/S, and DD/P components, since not more than [ ] people can be trained in one class.

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(4) [ ] has been informed that 26 August is the target date for moving the Reading Lab to Quarters Eye.

(5) Typing and reproduction of a full draft of the study of DD/I correspondence readability were completed last week.

C. OTR Orientation Officer

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(1) On 6 and 7 August the Dependents Briefing was conducted for [ ] persons. Colonel J. C. King, Chief, WH, did an exceptionally fine job in his bon voyage statement.

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(2) The CIA Introduction was conducted on 12 August for [ ] persons.

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(3) On 13 August the CIA Review was conducted for [ ] persons.

(4) The FSO Briefing will now be conducted once every two months instead of once every month. Because of budgetary considerations, the Foreign Service Institute is now taking in a new class of Foreign Service Officers only every two months.

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(5) [ ] has completed the scheduling of some [ ] speakers from the Agency for participation in the Forty-Second Class of the Strategic Intelligence School.

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(6) The Naval Intelligence School has requested that the original 50 minutes reserved for a lecture on CIA, to be given on 11 September, be expanded to 2½ hours and that the coverage be extended to include a discussion of the IAC and the NSC.

D. Management Training

Nothing to report.

E. Operations Support

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(1) Budget and Finance Procedures #3 was completed on 9 August. One of the original [ ] students had to withdraw from the course at the end of the first week because of requirements in her office, so [ ] students completed the training and were taken to the Finance Division for further briefings as outlined in the course catalog. Following this third running of the course, it is believed that certain changes should be made in the prerequisites and scheduling in order to make the training more effective. The proposed changes, which are outlined in [ ] report, will be discussed with R/TR and the DD/P Training Officers.

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(2) [ ] telephoned to say that she had received complaints from various offices within the ID/P regarding telephone courtesy, and to request that this Faculty cover points of diction and message taking. In the future these points will be stressed further in the skit on Office Administration in Administrative Procedures. [ ] was referred to [ ] to discuss further coverage on these points in Clerical Training.

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(3) The Cable and Dispatch Refresher scheduled for the Office of the Comptroller in July and postponed by them because of the heavy workload, will be conducted on 27, 28 and 29 August. A previous Cable and Dispatch Refresher was presented for the Comptroller's Office in April and was oversubscribed. It was decided at that time to keep the group to [ ] students and conduct a second course at a later date for those who were unable to attend the first course.

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(4) [ ] of NEA asked [ ] about the possibility of giving instruction in correspondence and dispatch and cable writing for incoming administrative and clerical personnel in NEA. [ ] is arranging for instruction in correspondence and passed the request for cable and dispatch writing instruction to this office for consideration. Through [ ] was advised that instruction in basic cable and dispatch writing as a separate unit to incoming administrative and clerical personnel without any Agency background would not be as beneficial as the second and third weeks of Administrative Procedures.

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(5) [ ] returned to this office to give the dispatch lecture in Operations Support. [ ] will take over this lecture when she completes Operations Support.

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#### F. Clerical Training

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(1) During the week of 5 August there were [ ] people in Clerical Induction Training. [ ] of these people entered class for the first time. There were [ ] people in Clerical Orientation during this same period.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 5 August were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 12 August were as follows: Of [ ] people tested in typewriting, [ ] qualified.

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(4) [redacted] a Clerical Training Officer from NSA, visited [redacted] on 6 August. [redacted] is interested in expanding her program to include refresher training in shorthand and typewriting, and it was primarily for that purpose that she contacted the Office of the DTR and asked to visit our clerical training program. [redacted] plans to submit a written request to attend certain classes in Refresher and Orientation in September; this will be handled through SO/EX.

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(5) Clerical Induction Training has one large lecture room (400) and two typing rooms. During the peak-load season both these rooms are constantly in use. This Faculty is encountering difficulty in scheduling large lecture-type classes with only one room of that type available. At the present time, the room is used until 1115 for shorthand and dictation classes. For the rest of the day it is used for Grammar, Punctuation and Capitalization, Filing, and Geography classes. When the groups are so large that more than one of any of the latter classes must be sandwiched into a day's program, it is necessary to find space elsewhere. This week [redacted] is taking [redacted] unclassified trainees to Room 201 (which is in the Interim Assignment Section, OP) at 1300 in order to hold a geography class for "old" trainees. The "new" trainees meet in another geography class in the Clerical Induction Training lecture room at 1445. If there are still large numbers scheduled for Clerical Orientation when Clerical Refresher classes are resumed in September, a problem similar to that described will be experienced in the programs which are conducted for cleared clericals.

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(6) [redacted] met with [redacted] of NSA on 12 August to discuss the need for giving instruction in DD/P correspondence regulations. Correspondence format is discussed in Clerical Orientation, and the trainees actually produce two memoranda. At present, however, the special correspondence requirements of the DD/P are not covered for trainees in Clerical Orientation because there is no way to know where they will ultimately be assigned.

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#### G. Visual Aids Section

The VAS weekly report covering two weeks is attached.

### III. PERSONNEL NOTES

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A. [redacted] returned from annual leave on 6 August.

B. [redacted] was accepted into the Career Staff as of 7 August 1957.

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C. [ ] will be on annual leave until 22 August.

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D. [ ] on military leave with the Air Attache Branch, Directorate of Intelligence, is drafting a "package" map reading course to be introduced in the briefing of Air Force personnel prior to overseas assignment.

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E. Because of pending work requirements and the need to develop a new team of instructors for Supervision and Management Training, [ ] withdrew from Operations Support at the end of the second week. Present plans are for her to complete the last three weeks of the course during the January running.

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[ ]  
Chief, Intelligence School

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